



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD
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ARMY BULLETIN NO. 13

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REQUISITION AND STATUS PROCEDURES FOR ULLS-S4 (DOL-AMO)

1. References:

- a. ULLS-S4 Commander's Guide AISM-25-L3S-AWE-ZZZ-CG 10/APR/98
 - b. ULLS-S4 End User Manual AISM-25-L3S-AWE-ZZZ-EM 10/APR/98
- (References are located on the DOL public folder.)

2. It has been proposed during the years of training and fielding with ULLS-S4, to use its automated capabilities. The time has come to implement ULLS-S4 automated supply procedures. Beginning **15 July 2000**, the following policy will be in effect.

a. Requisitions:

(1) Manual procedures (DA FORM 2765-1) using the ULLS-S4 DODAAC, will no longer be accepted. This includes request for issue, request for follow-up, request for cancellation, and request for turn-in.

(2) If the ULLS-S4 system is inoperable, manual requisitions will be allowed. The CSSAMO will be notified of the non-functioning system.

(3) The CSSAMO will also be notified, if manual requisitions are received. This will ensure the system is being repaired.

(4) When the system is functioning properly, the ULLS-S4 user will use the Post to Post Request for Issue process (SM1-SM2-S43). This process posts manual requisitions made outside the system, and updates the Document Control Register.

(5) ULLS-S4 users will attach a printout from FED-LOG (NSN being ordered) with all Want-Slips. This applies to class IX (ULLS-G) and non-expendable (SPBS-R).

(6) The age-edit parameter in SARSS1 will reject requisitions older than a specified number of days (AR 710-2 Table 1-1, Unit Performance Standards). Therefore, S4/S4 SGTs will ensure SARSS1 receives ULLS-S4 diskettes ASAP.

b. Status:

(1) Status will be provided by diskette for the ULLS-S4 user by the SARSS 1 site located in the USPFO warehouse. The POC for the USPFO warehouse is MSG Cihanowic at 609-530-6799 or email: edward.cihanowic@nj.ngb.army.mil.

(2) S4/S4 SGTs will ensure their units come to the USPFO during their scheduled Dates, and pickup their status diskettes.

(3) ULLS-S4 users will process the status diskettes (SM1-SM3-S54) in date sequence, the oldest date first.

3. POC for this bulletin is SSG Eckenrode at (609) 530-7085 or email: glenn.eckenrode@nj.ngb.army.mil

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